

## **GIS DIRECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the GIS Director position exists is to perform highly responsible managerial, administrative, and technical duties directing and supervising the City's Geographic Information Systems function in the Information Systems Department. This classification supervises the work of the GIS Manager, and other professional staff within the GIS function. Work is performed under general supervision of the Chief Information Officer.

### **ESSENTIAL FUNCTIONS**

Supervises the GIS Manager, Sr. Development Coordinators, and other professional staff. Provides staffing, scheduling, preparing staff reviews, and resolving personnel issues when required. Supports employee involvement in decision making to assist them in meeting individual goals and promotes positive employee attitudes.

Develops long-range plans and implements goals, objectives and priorities to improve operational efficiency and effectiveness.

Develops multi-year balanced financial plans, ensure the division budget is in compliance with all city financial policies.

Works with GIS staff and customer departments to understand their automation needs, prepares technical specifications, and recommends options to stakeholders. Oversees the development of software systems including creation of user interface design, database design and programming.

Coordinates and oversees various special projects and/or graphics for presentations in support of the GIS system to City executives, City Council, outside government entities and vendors.

Demonstrates an ability to communicate and manage organizational change. Directs individual accomplishments toward organizational management objectives.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

##### **Knowledge of:**

Management practices and procedures

Geographic Information Systems related terminology, practices and procedures

G.I.S. processes, regulations, codes, ordinances and terminology

Microsoft NT and the related Office software programs

Open systems procedures, operations, data flow, and record maintenance

Safeguards and security procedures and protocols

Systems analysis and design

Programming languages including Visual Basic, SQL Server, MS Access, Microstation Basic, MDL, UCM, and ArcView

**Ability to:**

Analyze data and issues and make sound judgments about appropriate management actions or recommendations.

Develop and maintain considerable reliability, credibility, integrity, initiative and tact.

Collect and analyze data in order to make recommendations in verbal and written form.

Make oral and written presentations of geographic system analysis, design and operational data in a clear, concise and non-technical manner to large groups, high-level officials, and public agencies.

Listen and communicate effectively with a diverse group of people.

Establish and maintain effective working relationships with employees, City Officials and the general public.

Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.

Operate a variety of standard office equipment including a personal computer and related Microsoft Office software.

Operate a variety of standard office equipment that require continuous and repetitive arm, hand, and eye movement.

Make independent actions or decisions on technical issues.

Lift and move computer equipment up to 20 pounds

**Education & Experience:**

A Bachelor's degree in Computer Science or a related field, with a minimum of five years experience in the specialized area of geographic information systems. This position requires a minimum of two years experience in a management capacity. Experience with automated mapping, database analysis or design, programming, testing and implementing GIS software applications is required.

**FLSA STATUS:** Exempt

**HR ORDINANCE STATUS:** Unclassified